



City of Tempe

POLICE LEGAL ADVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	510	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Attorney / Police	<i>Salary / Hourly Minimum:</i>	\$115,480
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$155,122
<i>Employee Group:</i>	CNS	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives general direction from the City Attorney or other management staff.

Exercises functional and technical supervision over administrative and support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of legal attorney experience as a police legal advisor, public prosecutor, deputy state attorney general, assistant city attorney, or equivalent legal experience with an emphasis on criminal justice.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Current membership in the State Bar of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide a wide range of professional legal advice on criminal and civil law to members of the Police Department; to research and advise on criminal investigations; and to provide highly complex staff assistance to the Chief of Police.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Provide legal advice to Police Department Command Staff and supervisors on administrative and operational issues.
- Provide legal consultation and guidance to law enforcement personnel conducting criminal investigations; respond to major incidents involving serious injury, death, and/or extensive property damage related to police action.
- Provide written legal opinions for department including investigation of facts and conducting legal research.
- Prepare department's legal documents including, but not limited to, draft orders and documents required for search, seizure, and forfeiture activities or other investigative purposes.
- Research court cases and legislative actions affecting law enforcement operations and notify appropriate personnel.
- Consult with the city's Intergovernmental Relations Director and represent the City as needed, on legislative issues of interest to the Police Department.
- Foresee potential liability concerns; conduct legal research review recent legislation and court decisions to determine the relationship with current and/or proposed policies, procedures, law enforcement protocol, officer training, handling / disposition of evidence, etc.; recommend, draft, and/or amend revisions to policy and procedures.
- Consult the city's Risk Management Department and City Attorney's Office on individual claims against the Police Department; compile and summarize the Police Department's position in response to any claims.
- Serve as liaison between the Police Department and assistant city attorneys handling civil litigation cases; represent the City in civil litigation in State and Federal court.
- Evaluate claims against the Police Department, examine reports of enforcement activities, and review disciplinary matters to identify trends / patterns and recommend changes in policies and procedures as need.
- Coordinate and conduct training on legal matters. Review operational training outlines.
- Review hiring, transfer, promotional, and compensation processes in conjunction with the City Attorney's Office and the Human Resources Department for compliance with city policy and State and Federal requirements.
- Review internal personnel investigations and any proposed disciplinary actions.
- May assist in negotiating the MOU with the TOA and other Police Department work groups requesting formal representation under the City's meet and confer ordinance.
- Assist with RICO forfeitures proceedings as directed by the City Attorney.
- Attend and participate in Police Department Command Staff meetings.
- Attend and participate in police legal advisor's association meetings, such as ALAA (Arizona Legal Advisors Association) and IACP - Legal Officers Section (International Association of Chiefs of Police).
- Represent the City Attorney's Office and/or the Police Department at City Council meetings, including Working Groups, informal discussions, formal presentations and other, as directed.
- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;

- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective August 2005

Revised November 2006 (eliminated the 'special feature' section; chg reporting relationship back to City Attorney's office; exp guidelines; add civil litigation responsibility)

Revised April 2012 (Unclassified to Classified status)

Revised January 2017 (update supvr level, unclassified status, job duties, and min quals)